

## Daily Tailgate Meeting Record (Complete and file daily)

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Meeting Conducted By: \_\_\_\_\_  
 Project Name: \_\_\_\_\_ Project Number: \_\_\_\_\_  
 Site Location: \_\_\_\_\_  
 Field Task(s) to Conduct: \_\_\_\_\_

### **SAFETY TOPICS (discuss topics in bold each day)**

**JHA(s) Reviewed (required daily; list all JHAs reviewed here):** \_\_\_\_\_

**Fit-for-Duty Check:** Audibly confirm all team members are physically and mentally fit for job duties today.  
 (initial) \_\_\_\_\_

#### **STOP WORK Responsibility**

#### **Immediate Incident Reporting**

Expected Weather Conditions

Field Communications

Biological Hazards (Snakes, Wildlife, etc.) ☐

Tools and Equipment

Chemical Hazards

☐

Fatigue/Hydration

☐
☐

Driving & Vehicles

☐

Protective Clothing/Equipment (PPE)

☐
☐

Safe Work Practices & Procedures

☐
☐

Housekeeping

☐
☐

Slip/Trip/Fall - 3 points of contact

☐
☐

Body Position. Lifting, Ergonomics

☐

Changes in procedures affecting safety: \_\_\_\_\_

Review of Incidents & Near Misses: \_\_\_\_\_

Other Topics: \_\_\_\_\_

### **INCIDENT REPORTING**

**Report all incidents immediately.** This includes any near miss, injury, illness, property damage, security problem, and/or vehicle accident (even if no property damage occurred). Call CoreHealth for any work-related injury or illness, even if minor: **1-855-227-3661 (855-CARDNO-1)**

#### **Meeting Attendees (Employees and Subcontractors)**

Employee Name (Print)	Signature

**NOTE:** Complete a Tailgate Form before each field day or shift. All employees and Cardno subcontractors shall sign. If another firm documents the meeting, request a copy or take a legible photograph of the form. If no form is available, document the meeting in field notebook. Route completed forms to the Project Manager to be included in the project files.